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October 17, 2011

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO EXECUTE AGREEMENTS WITH RAND CORPORATION AND EMERGENCY NETWORK LOS ANGELES FOR EMERGENCY PREPAREDNESS AND RESPONSE**

This is to notify you that I am exercising the delegated authority approved by your Board on July 26, 2011, which permits the Department of Public Health (DPH) to execute new service agreements related to public health emergency preparedness and response, with contract maximum obligations not to exceed \$500,000 per service agreement, not to exceed a twelve-month term, 100 percent funded by the Centers for Disease Control and Prevention (CDC) Notice of Award Number 2U90TP917012-11, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office (CEO).

Under this authority, I will execute sole source agreements with 1) RAND Corporation in the amount of \$149,429; and 2) Emergency Network Los Angeles (ENLA) in the amount of \$190,000, effective upon execution by the parties through August 9, 2012. Both agencies will partner with DPH to collaboratively build upon a pilot project conducted last year to determine the best practices to operationalize the concept of community resilience at the local level. The agreements will support the development and integration of community awareness and engagement around the roles and responsibilities in community resilience. Specifically:

- RAND Corporation will establish metrics for measuring levels of community awareness and engagement and the effectiveness of messages for at-risk individuals around the intersection of community resilience and preparedness. RAND will also measure the overall impact of all pilot project components and determine if there is an increase in the level of awareness and engagement in the broader community around community resilience roles and responsibilities and emergency preparedness in general.
- ENLA will provide access to community network members to understand the actual composition and scope of local networks. ENLA will also conduct a second round of focus groups to develop message improvement recommendations and test message delivery utilizing networks

comprised of community-based and faith-based organizations with disaster functions in Los Angeles County. ENLA will also work with DPH to identify current community resilience programs and networks, recommend improvements to the current outreach processes and materials, and link existing networks to eliminate gaps and test new outreach and messaging.

These projects are aligned with Objective One in the National Health Security Strategy: informing and empowering community members and CDC Capabilities 1 and 2: Community Preparedness and Community Recovery.

RAND Corporation and ENLA are uniquely qualified to partner with DPH on this project because of their unique access to communities of interest, extensive experience working in public health preparedness and response planning, and nationally recognized leadership and expertise in community resilience.

County Counsel has reviewed and approved the agreements as to use and this delegated authority action.

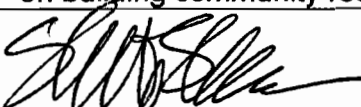
Attachments A and B are the Sole Source Checklists which have been approved and signed by the CEO.

If you have any questions or require additional information, please let me know.

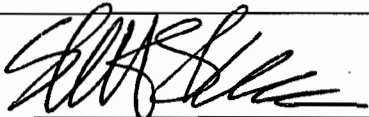
JEF:im
DA 02010

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

**SOLE SOURCE CHECKLIST
RAND CORPORATION**

Check (✓)	JUSTIFICATION FOR SOLE SOURCE PROCUREMENT OF SERVICES
	<i>Identify applicable justification and provide documentation for each checked item.</i>
	➤ Only one bona fide source for the service exists; performance and price competition are not available.
	➤ Quick action is required (emergency situation)
	➤ Proposals have been solicited but no satisfactory proposals were received.
	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	➤ Maintenance service agreements exist on equipment which must be serviced by the authorized manufacturer's service representatives.
	➤ It is most cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is the best interest of the County (e.g., administrative cost savings, too long a learning curve for a new service provider, etc.).
✓	➤ Other reason. Please explain: RAND is uniquely qualified based on their experience working with governmental agencies to establish methodologies for local agencies to develop and improve community resilience as emphasized in the National Health Security Strategy framework. Rand is known nationally as a leading agency on building community resilience in disaster preparedness.
	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  _____ Sheila Shima Deputy Chief Executive Officer, CEO </div> <div style="text-align: center;"> 10/14/11 _____ Date </div> </div>

**SOLE SOURCE CHECKLIST
EMERGENCY NETWORK LOS ANGELES**

Check (✓)	JUSTIFICATION FOR SOLE SOURCE PROCUREMENT OF SERVICES <i>Identify applicable justification and provide documentation for each checked item.</i>
	➤ Only one bona fide source for the service exists; performance and price competition are not available.
	➤ Quick action is required (emergency situation)
	➤ Proposals have been solicited but no satisfactory proposals were received.
	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	➤ Maintenance service agreements exist on equipment which must be serviced by the authorized manufacturer's service representatives.
	➤ It is most cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is the best interest of the County (e.g., administrative cost savings, too long a learning curve for a new service provider, etc.).
✓	➤ Other reason. Please explain: ENLA is uniquely qualified due to the community access it provides, including community-based and faith-based organizations, government partners, and strategic partners such as Voluntary Organizations Active in Disasters. ENLA is a recognized community partner of the City of Los Angeles Emergency Management Department (EMD) and Los Angeles County Office of Emergency Management (OEM)
	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  Sheila Shima Deputy Chief Executive Officer, CEO </div> <div style="text-align: center;"> 10/14/11 Date </div> </div>